



**TAMIL NADU SKILL DEVELOPMENT CORPORATION  
GOVERNMENT OF TAMIL NADU**

MetroS Building, 8<sup>th</sup> Floor,  
327, Anna Salai, Nandanam, Chennai – 600 035.

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**RECRUITMENT NOTIFICATION – 2025**

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### **Tamil Nadu Skill Development Corporation (TNSDC)**

The Tamil Nadu Skill Development Corporation (TNSDC), under the Special Programme Implementation Department of the Government of Tamil Nadu, is the state's nodal agency for skill development. It envisions an inclusive, future-ready Tamil Nadu where every youth is equipped with the skills to succeed as a professional or entrepreneur. Working with other government departments, industry bodies, and academic institutions, TNSDC delivers targeted skilling programs across districts—supporting not just students but also the semi-skilled, school dropouts, and unemployed through initiatives like Vetri Nichayam, Recognition of Prior Learning, and Factory Schools.

The Naan Mudhalvan Scheme, launched by the Hon'ble Chief Minister in March 2022, is TNSDC's flagship program aimed at transforming higher education and youth employability. Reaching over 10 lakh students annually in Engineering, Arts & Science, Polytechnic colleges and ITI's colleges, it integrates mandatory credit-based courses on emerging tech, digital literacy, communication, and employability skills. It also provides career counselling, internships, hackathons, and placement support—bridging the gap between classroom learning and industry needs.

The Naan Mudhalvan Competitive Exams Vertical, inaugurated in 2023 by the Hon'ble Deputy Chief Minister, prepares youth for central and state recruitment exams (UPSC, SSC, RRB, IBPS, etc.) through structured coaching, mentorship, and study resources. Complementary programs include Kalloori Kanavu (career guidance for school students), Uyarvukku Padi (career support for out-of-college youth), S.C.O.U.T (international exposure for meritorious students), Niral Thiruvizha (engineering innovation challenge), and the Naan Mudhalvan Olympiad (cognitive skill assessment for Classes 6–8).

To support the successful implementation of the Naan Mudhalvan program across Tamil Nadu, TNSDC is seeking dedicated and motivated individuals committed to contributing to the state's skill development and youth empowerment goals. This recruitment of consultants aims to build a team capable of efficiently executing large-scale training, mentoring, and capacity-building initiatives that enhance employability and competitive exam readiness for students and youth across diverse regions. Candidates joining this effort will play a vital role in ensuring program quality, outreach, monitoring, and continuous improvement, thereby helping to bridge the gap between education and industry requirements. The initiative requires professionals who are adaptable, focused on public service, and willing to work collaboratively to achieve inclusive growth and sustainable impact for Tamil Nadu's future workforce.

## **JOB OPENINGS**

<b>S.No</b>	<b>Position Code</b>	<b>Position Name</b>	<b>No. of Posts</b>	<b>Place of Posting</b>	<b>Professional Fee Range</b>
1	TNSDC-NM-AVP01	Associate Vice President – Services	1	Chennai	₹1,00,000 – ₹1,50,000
2	TNSDC-NM-AVP02	Associate Vice President – Media	1	Chennai	₹1,00,000 – ₹1,50,000
3	TNSDC-A-AVP01	Associate Vice President – Assessment	1	Chennai	₹1,00,000 – ₹1,50,000
4	TNSDC-VN-PM01	Program Manager – Vetri Nichayam	5	Chennai / Districts across TN	₹80,000 – ₹1,00,000
5	TNSDC-NM-PM01	Program Manager – Naan Mudhalvan	13	Chennai / Districts across TN	₹80,000 – ₹1,00,000
6	TNSDC-A-PM01	Program Manager – Assessment	1	Chennai / Districts across TN	₹80,000 – ₹1,00,000
7	TNSDC-C-PM01	Program Manager – Curriculum Development	2	Chennai / Districts across TN	₹80,000 – ₹1,00,000
8	TNSDC-A-SA01	Senior Associate – Assessment	1	Chennai	₹50,000 – ₹80,000
9	TNSDC-VN-SA01	Senior Associate – Vetri Nichayam	1	Chennai	₹50,000 – ₹80,000
10	TNSDC-NM-SA01	Senior Associate – IT (Frontend Developer)	1	Chennai	₹50,000 – ₹80,000
11	TNSDC-NM-SA02	Senior Associate – IT (Full Stack Developer)	1	Chennai	₹50,000 – ₹80,000
12	TNSDC-NM-SA03	Senior Associate – HR	1	Chennai	₹50,000 – ₹80,000
13	TNSDC-NM-SA04	Senior Associate – Media	2	Chennai	₹50,000 – ₹80,000
14	TNSDC-NM-SA05	Senior Associate – Services	1	Chennai	₹50,000 – ₹80,000
15	TNSDC-VN-ZAM01	Zonal Account Manager	5	Chennai / Districts across TN	₹50,000 – ₹80,000
16	TNSDC-A-PA01	Project Associate – Assessment	2	Chennai	₹60,000 – ₹80,000
17	TNSDC-NM-PA01	Project Associate – Naan Mudhalvan	31	Chennai / Districts across TN	₹60,000 – ₹80,000
18	TNSDC-C-PA01	Project Associate – Curriculum Development	1	Chennai	₹60,000 – ₹80,000
19	TNSDC-VN-JA01	Junior Associate – Vetri Nichayam	1	Chennai	₹40,000 – ₹60,000
20	TNSDC-NM-YP01	Young Professional – Naan Mudhalvan	13	Chennai / Districts across TN	₹20,000 – ₹40,000
21	TNSDC-C-YP03	Young Professional – Curriculum Development	2	Chennai	₹20,000 – ₹30,000
22	TNSDC-A-YP03	Young Professional – Assessment	1	Chennai	₹20,000 – ₹30,000
23	TNSDC-VN-PE01	Program Executive – Vetri Nichayam	38	Chennai / Districts across TN	₹50,000 – ₹60,000
<b>Total</b>			<b>126</b>		

**Note:** Kindly refer to the detailed Job Description for the required **Qualification** and **Experience** for each position.

## **General Instructions for Applicants**

**Mode of application:** Online

**Last Date for submission of application: 17.08.2025**

### **Instructions to applicants:**

1. Only **candidates from Tamil Nadu** are eligible to apply.
2. Applicants are permitted **to apply for only one position**. Applications submitted for more than one position shall be rejected
3. Applicants are required to **submit the online application** (available in the official website [www.naanmudhalvan.tn.gov.in](http://www.naanmudhalvan.tn.gov.in), [www.tnskill.tn.gov.in](http://www.tnskill.tn.gov.in))
4. Applicants are requested to go through all the **instructions carefully** and ensure that they fulfil all eligibility conditions.
5. **Age Limit** for candidate for applying

<b>S. No</b>	<b>Positions</b>	<b>Age limit (as on 31/07/2025)</b>
1	Associate Vice President	50 years
2	Program Manager	45 years
3	Senior Associate	40 years
4	Zonal Account Manager	40 years
5	Project Associate	40 years
6	Program Executive	40 years
7	Junior Associate	35 years
8	Young Professional	30 years

6. Applicants should carefully fill up and upload all the required details in the online applications form
  - i. Registration
  - ii. Filling the online form
  - iii. Uploading required documents (photo, signature, certificates)
  - iv. Submitting the form and saving a copy
7. Scanned copies of the following documents must be uploaded:
  - i. Passport-size photo (as per format and size instructions)
  - ii. Signature
  - iii. ID Proof (Aadhar, Driving License, etc.,)
  - iv. Residential Proof
  - v. Education Qualification Certificates
  - vi. Experience Certificates (if applicable)
8. Applicants must mention the correct and active email address in the application, as all correspondence will be done only through the registered email of the applicants.

9. No correspondence regarding the change of details will be entertained once the form is submitted
10. If any of the **claims is found to be incorrect at any stage**, it will lead to the **rejection** of the application.
11. **Incomplete application or application** without relevant enclosures will be **rejected** and the candidates are required to upload the necessary documents in support of their candidature along with the submission of online performance.
12. The positions are purely on a **contractual basis**. Term of the contract will be initially for a period of **11 months** and may be extended based on the requirement.
13. Canvassing in any form will lead to disqualification.
14. TNSDC reserves the right to increase or decrease the number of vacancies
15. TNSDC has full discretion to change or modify the recruitment conditions at any stage.
16. All updates regarding the recruitment process will be posted only on the official websites.
17. Enclosures, if any, in support of application are to be uploaded as separate documents (pdf) along with the application form.
18. The candidates called for the recruitment process will have to appear for the same at their own cost. **No TA / DA** shall be provided for attending the computer-based test / Interviews.
19. The prescribed essential qualifications / experience indicated are bare minimum and mere possession of the same will not entitle the candidate to be called for Computer based test / Interviews.
20. Any information given in the application which is incorrect / false / suppressed fact will render the candidature ineligible. TNSDC reserves the right to withdraw / cancel / modify any communication made to the applicants in such cases.

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327, Anna Salai, Nandanam, Chennai – 600 035.

## DETAILED NOTIFICATION

<b>Position Code</b>	<b>TNSDC-NM-AVP01</b>
<b>Position Name</b>	<b>Associate Vice President – Services</b>
<b>No of Post</b>	<b>1</b>
<b>Vertical</b>	Naan Mudhalvan
<b>Mode of Selection</b>	Contractual Basis
<b>Qualification</b>	B Tech / BE (Full time) from a recognized university with MBA (Full time) from a reputed business school / relevant qualification with first class
<b>Experience</b>	Minimum <b>7+ years of experience</b> in a senior leadership role within key service sectors such as Information Technology (IT), IT-enabled Services (ITeS), Banking, Financial Services and Insurance (BFSI), Media & Entertainment, Hospitality & Tourism, or Education. Demonstrated expertise in engaging with senior stakeholders including CXOs, HR heads, academic leaders and other key decision-makers across corporate and academic institutions to foster strategic partnerships and collaborative initiatives.
<b>Nature of Job</b>	<ul style="list-style-type: none"> <li>✓ Facilitate to onboard industries in service sector as skilling partners</li> <li>✓ Identify key areas of collaboration with industry on enhancing skills of students to make them industry relevant</li> <li>✓ Aggregate human resource demand of industries sector wise and plan for resource skilling in educational institutions</li> <li>✓ Coordinate internship and OJT of students with industries</li> <li>✓ Manage virtual internships</li> <li>✓ Be key personnel in helping the industry in fostering academia industry linkage and establish Tie-ups with them</li> <li>✓ Identify key areas of collaboration with industry on enhancing skills of students to make them industry relevant</li> <li>✓ Identify and manage skilling in emerging technology</li> <li>✓ Identify partners for technical skilling of students</li> <li>✓ Coordinate educational institutions to partner with the technical partners to offer the skill sets identified to students</li> <li>✓ Industry-specific overview of placement opportunities in universities</li> <li>✓ Facilitate curating courses with academic councils as per the industry need</li> <li>✓ Collaborate with leaders/achievers in various disciplines and arrange for mentorship of students</li> <li>✓ Monitor delivery of content &amp; pedagogy</li> <li>✓ Engage continuously with academia and industry to vitalise the skill ecosystem</li> <li>✓ Advise and facilitate curriculum modification in tune with industry need</li> </ul>
<b>Place of work</b>	Chennai
<b>Professional Fee Range</b>	<b>Rs 1 lakh to 1.5 lakh per month</b>

<b>Position Code</b>	<b>TNSDC-NM-AVP02</b>
<b>Position Name</b>	<b>Associate Vice President – Media</b>
<b>No of post</b>	<b>1</b>
<b>Vertical</b>	Naan Mudhalvan
<b>Mode of Selection</b>	Contractual Basis
<b>Qualification</b>	Full-time Master's degree in Visual Communication / Journalism / Media / Marketing / relevant field with first class
<b>Experience</b>	Minimum <b>7+ years of professional experience</b> in a reputed digital marketing agency, multinational corporation (MNC), or corporate organization. Must have a demonstrable track record of leading and managing SEO/SEM strategies, email marketing campaigns, social media campaigns, and/or digital advertising initiatives. Experience in organizing large-scale events, handling official social media accounts across various platforms, and documenting success stories of beneficiaries or stakeholders. Experience in using tools like: Adobe Express, Blender, Vista Create, Figma, Canva, Adobe Creative Cloud Suite.
<b>Nature of Job</b>	<ul style="list-style-type: none"> <li>✓ Lead and manage digital marketing initiatives including SEO/SEM, email marketing, social media campaigns, and digital advertising.</li> <li>✓ Organize and manage large-scale events and outreach programs.</li> <li>✓ Handle and grow the organization's official social media handles across platforms.</li> <li>✓ Develop and implement public relations strategies to enhance the organization's visibility and reputation.</li> <li>✓ Design and execute media strategies and campaigns to promote various schemes and initiatives of the organization.</li> <li>✓ Document and present success stories of beneficiaries to highlight the impact of organizational programs.</li> <li>✓ Coordinate with internal teams and external stakeholders to ensure consistent and effective communication across channels.</li> <li>✓ Analyze campaign performance data and prepare regular reports and insights for leadership to guide future media strategies.</li> <li>✓ Ensure compliance with communication protocols, brand guidelines, and ethical standards in all media outputs.</li> <li>✓ Mentor and manage a cross-functional media and communications team to deliver high-impact outputs.</li> </ul>
<b>Place of work</b>	Chennai
<b>Professional Fee Range</b>	<b>Rs 1 lakh to 1.5 lakh per month</b>

<b>Position Code</b>	<b>TNSDC-A-AVP01</b>
<b>Position Name</b>	<b>Associate Vice President – Assessment</b>
<b>No of post</b>	<b>1</b>
<b>Vertical</b>	Assessment
<b>Mode of Selection</b>	Contractual Basis
<b>Qualification</b>	B Tech / BE (Full time) from a recognized university with MBA (Full time) from a reputed business school / relevant qualification with first class
<b>Experience</b>	<p>Minimum <b>7+ years of professional experience</b> in a senior leadership or assessment-related role education, skill development, or a related field</p> <ul style="list-style-type: none"> <li>• Proven understanding of NCVET norms, NSQF, and national assessment frameworks.</li> <li>• Excellent strategic planning, cross-functional leadership, and stakeholder engagement capabilities.</li> <li>• Experience working with government departments or public sector</li> </ul>

	organizations is desirable
<b>Nature of Job</b>	<ul style="list-style-type: none"> <li>✓ Develop implementation strategies through Standard Operating Procedure (SOP) for the assessment operations across the state.</li> <li>✓ Formulate assessment guidelines in line with NCVET norms and ensure consistent rollout.</li> <li>✓ Oversee the empanelment, training, and performance evaluation of Assessment Agencies (AAs).</li> <li>✓ Coordinate with Sector Skill Councils (SSCs), industry bodies, and academic experts for assessment content validation.</li> <li>✓ Lead the design and monitoring of quality assurance mechanisms including field audits, surprise inspections, and real-time monitoring tools.</li> <li>✓ Support grievance redressal mechanisms and ensure transparency in certification processes.</li> <li>✓ Ensure preparation and submission of reports, dashboards, and compliance documentation for regulatory purposes.</li> </ul>
<b>Place of work</b>	Chennai
<b>Professional Fee Range</b>	<b>Rs 1 lakh to 1.5 lakh per month</b>

<b>Position Code</b>	<b>TNSDC-VN-PM01</b>
<b>Position Name</b>	<b>Program Manager (TNSkill Vetri Nichayam)</b>
<b>No of post</b>	<b>5</b>
<b>Vertical</b>	TNSkill Vetri Nichayam
<b>Mode of Selection</b>	Contractual Basis
<b>Qualification</b>	MBA (Full time) from a recognized Business School / MSW / Post-Graduation in Development Studies or any other relevant Postgraduate qualification (Full-time) with first class
<b>Experience</b>	<p>The candidate must have more than <b>5+ years of experience</b> in skill development ecosystem, with significant exposure to upskilling/reskilling programs, strategic partnerships, or project management in skilling initiatives. This role demands leadership in program design, stakeholder engagement, and coordination with industry, academia and government partners to ensure impactful delivery of skilling outcomes or industrial experience with technical skills in manufacturing industry / service sector.</p> <p><b>Preferred Experience:</b></p> <ul style="list-style-type: none"> <li>• Prior work in a state/national skilling agency, educational NGO, CSR initiative, or consulting firm working in the skilling space.</li> <li>• Experience with tech-enabled skilling platforms, blended learning models or digital skilling tools</li> <li>• Understanding of labour market trends, future skills demand, and sector-specific employability needs.</li> </ul> <p><b>Preferred Competencies:</b></p> <ul style="list-style-type: none"> <li>• Strong program management, stakeholder coordination, and analytical skills.</li> <li>• Ability to drive innovation, scale initiatives, and improve training delivery outcomes.</li> <li>• Proficient in tools such as MS Office, Google Workspace, MIS dashboards and project tracking software, data analytics using Power BI</li> </ul>
<b>Nature of Job</b>	<ul style="list-style-type: none"> <li>✓ Represent the TNSkill Vetri Nichayam program in State and National-level consultations with MSDE, SSCs, and relevant Govt. Departments</li> <li>✓ Oversee curriculum alignment with industry needs by coordinating</li> </ul>



	<p>surveys, FGDs, and feedback loops</p> <ul style="list-style-type: none"> <li>✓ Facilitate MoUs for training, placements, and entrepreneurship development</li> <li>✓ Organize and monitor job fairs, career drives, skill conclaves, workshops, and webinars\</li> <li>✓ Coordinate with District Skill Committees to localize interventions</li> <li>✓ Track progress, prepare project reports, and present performance updates to TNSDC leadership</li> <li>✓ Guide Junior and Senior Associates under the TNSDC vertical</li> <li>✓ Ensure seamless file processing for empanelment, monitoring, disbursements and audit compliance</li> <li>✓ Use advanced office productivity tools for documentation, reporting, and coordination activities</li> </ul>
<b>Place of work</b>	Chennai / Districts across TN
<b>Professional Fee Range</b>	<b>Rs 80,000 to 1 lakh per month</b>

<b>Position Code</b>	<b>TNSDC-NM-PM01</b>
<b>Position Name</b>	<b>Program Manager (Naan Mudhalvan)</b>
<b>No of posts</b>	<b>13</b>
<b>Vertical</b>	Naan Mudhalvan
<b>Mode of Selection</b>	Contractual Basis
<b>Qualification</b>	MBA (Full time) from a recognized business school / MSW / Post Graduation in Developmental studies or any post graduate (Full time) with first class
<b>Experience</b>	<p>The candidate must have more than <b>5+ years of experience</b> in skill development ecosystem, with significant exposure to upskilling/reskilling programs, strategic partnerships, or project management in skilling initiatives. This role demands leadership in program design, stakeholder engagement, and coordination with industry, academia and government partners to ensure impactful delivery of skilling outcomes or industrial experience with technical skills in manufacturing industry / service sector.</p> <p><b>Preferred Experience:</b></p> <ul style="list-style-type: none"> <li>• Prior work in a state/national skilling agency, educational NGO, CSR initiative, or consulting firm working in the skilling space.</li> <li>• Experience with tech-enabled skilling platforms, blended learning models or digital skilling tools</li> <li>• Understanding of labour market trends, future skills demand, and sector-specific employability needs.</li> </ul> <p><b>Preferred Competencies:</b></p> <ul style="list-style-type: none"> <li>• Strong program management, stakeholder coordination, and analytical skills.</li> <li>• Ability to drive innovation, scale initiatives, and improve training delivery outcomes.</li> <li>• Proficient in tools such as MS Office, Google Workspace, MIS dashboards and project tracking software, data analytics using Power BI</li> </ul>

<b>Nature of Job</b>	<ul style="list-style-type: none"> <li>✓ Coordinate with the service provider on training delivery</li> <li>✓ Facilitate mobilization of candidates for skilling programs in coordination with line Departments</li> <li>✓ Quality assessment of training provided</li> <li>✓ Monitoring the conduct of training</li> <li>✓ Overall supervision and coordination of the training ecosystem in the district</li> <li>✓ Coordinate with local industries for placements</li> <li>✓ Organize and monitor job fairs, career drives, skill conclaves, workshops, and webinars</li> <li>✓ Coordinate with District Skill Committees to localize interventions</li> <li>✓ Track progress, prepare project reports, and present performance updates to TNSDC leadership</li> </ul>
<b>Place of work</b>	Chennai / Districts across TN
<b>Professional Fee Range</b>	<b>Rs 80,000 to 1 lakh per month</b>

<b>Position Code</b>	<b>TNSDC-A-PM01</b>
<b>Position Name</b>	<b>Program Manager (Assessment)</b>
<b>No of post</b>	<b>1</b>
<b>Vertical</b>	Assessment Wing
<b>Mode of Selection</b>	Contractual Basis
<b>Qualification</b>	MBA (Full time) from a recognized business school / MSW / Post Graduation in Developmental studies or any post graduate (Full time) with first class
<b>Experience</b>	<p>Minimum <b>5+ years of experience</b> in</p> <ul style="list-style-type: none"> <li>• Designing, managing, or implementing educational programs at scale (school, higher education, or vocational education).</li> <li>• Working with public education systems, academic institutions, or education-focused NGOs.</li> <li>• Experience in curriculum design, teacher training, or educational content development is an added advantage</li> </ul> <p><b>Preferred Skills:</b></p> <ul style="list-style-type: none"> <li>• Proven ability to manage multi-stakeholder projects with government, industry, and academia.</li> <li>• Strong project management, data analysis, and report writing skills.</li> <li>• Excellent communication and leadership capabilities, with a focus on delivering outcomes at scale.</li> </ul>
<b>Nature of Job</b>	<ul style="list-style-type: none"> <li>✓ Responsible for managing the end-to-end lifecycle of assessments conducted by TNSDC. This includes planning assessment schedules, coordinating with Assessment Agencies, deploying assessors, and ensuring quality execution as per NCVET standards. The role requires strong operational oversight, communication, and problem-solving skills.</li> <li>✓ Prepare assessment calendars in consultation with Training Providers and AAs.</li> <li>✓ Ensure timely communication and deployment of certified assessors.</li> <li>✓ Supervise assessment logistics including venue readiness, documentation, and compliance.</li> <li>✓ Maintain a centralized tracker for all assessment activities across programs and geographies.</li> <li>✓ Coordinate issuance of assessment materials, result collation, and secure data transmission.</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Monitor adherence to standard assessment protocols and reporting formats.</li> <li>✓ Assist in analyzing performance data and generate MIS reports for higher authorities.</li> <li>✓ In-depth knowledge of assessment frameworks under NCVET/NSQF.</li> <li>✓ Proficiency in using digital platforms</li> </ul>
<b>Place of work</b>	Chennai / districts across TN
<b>Professional Fee Range</b>	<b>Rs 80,000 to 1 lakh per month</b>

<b>Position Code</b>	<b>TNSDC-C-PM01</b>
<b>Position Name</b>	<b>Program Manager (Curriculum Development)</b>
<b>No of posts</b>	<b>2</b>
<b>Vertical</b>	Curriculum Development Cell
<b>Mode of Selection</b>	Contractual Basis
<b>Qualification</b>	MBA (Full time) from a recognized business school / MSW / Post Graduation in Developmental studies or any post graduate (Full time) with first class
<b>Experience</b>	<p>The candidate must have a <b>minimum of 5+ years of relevant experience</b> in</p> <ul style="list-style-type: none"> <li>• Designing competency-based, industry-aligned, or learner-centric curricula for school, higher education, or skill development programs.</li> <li>• Developing curriculum frameworks, learning outcomes, assessment strategies, and instructional design.</li> <li>• Experience working with national/state curriculum standards (e.g., NCERT, NSQF, UGC, AICTE) or global frameworks.</li> </ul> <p><b>Preferred Experience:</b></p> <ul style="list-style-type: none"> <li>• Working on large-scale curriculum reform or transformation projects at the state or national level.</li> <li>• Exposure to interdisciplinary curriculum design</li> <li>• Managing teams of academic experts and ensuring timely, high-quality deliverables.</li> </ul>
<b>Nature of Job</b>	<ul style="list-style-type: none"> <li>✓ Responsible for the hands-on development and refinement of skill course curricula. This includes managing the NCVET approval process, ensuring compliance and gain NSQF approval for courses developed by TNSDC. This role requires a strong understanding of industry demands and the ability to translate them into structured learning programs that meet NSQF standards.</li> <li>✓ Conduct in-depth research on industry trends, emerging technologies, and skill gaps to inform curriculum development.</li> <li>✓ Design and develop detailed curriculum frameworks, syllabi, learning outcomes, and assessment methodologies.</li> <li>✓ Collaborate closely with industry and academic experts to gather inputs and validate curriculum content.</li> <li>✓ Ensure all curriculum components are aligned with NSQF levels and NCVET requirements.</li> <li>✓ Contribute to the development of Training of Trainers (ToT) and Training of Assessors (ToA) material related to the developed curricula.</li> <li>✓ Proven ability to research, analyze, and synthesize information for curriculum design.</li> <li>✓ Familiarity with NSQF and an understanding of NCVET processes.</li> <li>✓ Strong organizational skills and attention to detail.</li> </ul>

	✓ Excellent written communication skills, with experience in technical writing or content creation.
<b>Place of work</b>	Chennai / districts across TN
<b>Professional Fee Range</b>	<b>Rs 80,000 to 1 lakh per month</b>

<b>Position Code</b>	<b>TNSDC-A-SA01</b>
<b>Position Name</b>	<b>Senior Associate (Assessment)</b>
<b>No of post</b>	<b>1</b>
<b>Vertical</b>	Assessment Wing
<b>Mode of Selection</b>	Contractual Basis
<b>Qualification</b>	B.E / B. Tech or any Postgraduate (Full-time) with First class
<b>Experience</b>	<p><b>3+ years of relevant experience</b> in education, skilling, assessments, or certification-related roles.</p> <p><b>Preferred Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience with government skilling or education programs</li> <li>• Strong understanding of project management, documentation, and data-driven decision-making.</li> </ul>
<b>Nature of Job</b>	<ul style="list-style-type: none"> <li>✓ Responsible for managing and executing various aspects of the assessment lifecycle. This includes implementation of assessment tools and processes, ensuring alignment with relevant standards and regulations. The role demands strong analytical, problem-solving, and communication skills to contribute to effective evaluation systems.</li> <li>✓ Provide assistance in analysing performance data and contribute to generating MIS reports for higher authorities.</li> <li>✓ In-depth knowledge of assessment frameworks under NCVET/NSQF.</li> <li>✓ Graduate in any discipline with proficiency in Microsoft Office and MIS tools.</li> <li>✓ Good written and oral communication in English and Tamil.</li> </ul>
<b>Place of work</b>	Chennai
<b>Professional Fee Range</b>	<b>Rs 50,000 to Rs 80,000 per month</b>

<b>Position Code</b>	<b>TNSDC-VN-SA01</b>
<b>Position Name</b>	<b>Senior Associate (TNSkill Vetri Nichayam)</b>
<b>No of Post</b>	<b>1</b>
<b>Vertical</b>	TNSkill Vetri Nichayam
<b>Mode of Selection</b>	Contractual Basis
<b>Qualification</b>	B.E / B. Tech or any Postgraduate (Full-time) with First class
<b>Experience</b>	<p>The candidate must have <b>more than 3+ years of relevant professional experience</b> in the following areas:</p> <ul style="list-style-type: none"> <li>• Experience working with educational institutions, government education departments, academic boards, or education-focused NGOs.</li> <li>• Roles may include program coordination, implementation support, training delivery, academic operations, or education policy-related initiatives.</li> <li>• Involvement in projects aimed at improving learning outcomes,</li> </ul>

	<p>curriculum implementation, teacher capacity-building, or student engagement at scale.</p> <p><b>Preferred Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience with government skilling or education programs</li> <li>• Strong understanding of project management, documentation, and data-driven decision-making.</li> <li>• Excellent proficiency in office productivity tools related to office software and covering the entire gamut of office activities with certification in programs like MS-Office, MS-Office 365 or any other such allied courses</li> </ul>
<b>Nature of Job</b>	<ul style="list-style-type: none"> <li>✓ Develop effective strategic relationships with Industries and Sector Skill Councils in aligned areas.</li> <li>✓ Coordination with MSDE &amp; SSC officials along with concerned Central and State Govt Department.</li> <li>✓ Maintain a database of all Regulatory bodies, Industry bodies, Sector Skill Councils and Training Provider dealing with skill development.</li> <li>✓ Facilitate MoU signing with Industries for Training and Placements.</li> </ul>
<b>Place of work</b>	Chennai
<b>Professional Fee Range</b>	<b>Rs 50,000 to Rs 80,000 per month</b>

<b>Position Code</b>	<b>TNSDC-NM-SA01</b>
<b>Position Name</b>	<b>Senior Associate – IT (Frontend Developer)</b>
<b>No of Post</b>	<b>1</b>
<b>Vertical</b>	Naan Mudhalvan
<b>Mode of Selection</b>	Contractual Basis
<b>Qualification</b>	Regular B.E / B. Tech / M. Tech / M.Sc / MCA degree in Computer Science / Information Technology / Electronics and Communication Engineering or any degree with specialization in computers or equivalent
<b>Required Experience</b>	<p><b>Minimum 5+ years of Experience in VueJs</b></p> <ul style="list-style-type: none"> <li>• Strong experience with VueJS, NuxtJS and front-end application development</li> <li>• Proficiency in HTML, CSS, and JavaScript</li> <li>• UI Testing experience should be there.</li> <li>• Strong experience in modern HTML/CSS/JS Techniques, including frameworks e.g., Bootstrap, jQuery, Angular/Vue/Node JS</li> <li>• Exposure on SQL Databases</li> </ul>
<b>Nature of Job</b>	<ul style="list-style-type: none"> <li>✓ Responsible for designing and implementing user interfaces for our web and mobile applications.</li> <li>✓ Developing and maintaining application UI layer, User Interface components using VueJS</li> <li>✓ Experience with responsive web design and cross-browser compatibility</li> <li>✓ Experience with testing and debugging tools (e.g., Chrome Developer Tools)</li> <li>✓ Experience with version control systems (e.g., Git)</li> <li>✓ Experience with agile development methodologies</li> <li>✓ Exposure to AngularJs, React Js or NodeJs will be plus</li> <li>✓ Experience in API integrations developed in multiple technologies Python, PHP, or any 3rd party APIs</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Analyse and recommend front-end frameworks for projects</li> <li>✓ Developing high-performance applications by writing testable, reusable, and efficient code.</li> <li>✓ Understanding and awareness of Secure software development lifecycle and web application vulnerabilities counter measures.</li> <li>✓ Good understanding of quality processes and standards</li> <li>✓ Good communication skills including the ability to influence and communicate to internal teams</li> <li>✓ Strong problem-solving skills and attention to detail</li> </ul>
<b>Place of work</b>	<b>Chennai</b>
<b>Professional Fee Range</b>	<b>Rs 50,000 to Rs 80,000 per month</b>

<b>Position Code</b>	<b>TNSDC-NM-SA02</b>
<b>Position Name</b>	<b>Senior Associate – IT (Full Stack Developer)</b>
<b>No of Post</b>	<b>1</b>
<b>Vertical</b>	Naan Mudhalvan
<b>Mode of Selection</b>	Contractual Basis
<b>Qualification</b>	Regular B.E / B. Tech / M. Tech / M.Sc / MCA degree in Computer Science / Information Technology / Electronics and Communication Engineering or any degree with specialization in computers or equivalent
<b>Required Experience</b>	<p><b>Minimum 5+ years of experience</b> in Python and Django web application development</p> <ul style="list-style-type: none"> <li>- Full Stack development experience.</li> <li>- Experience with Cloud and software configuration management.</li> <li>- Should have experience with data structures, algorithms and network architectures.</li> <li>- Experience in basic Linux system administration.</li> <li>- Should be able to design and implement REST API services.</li> </ul> <p>Technologies:</p> <ul style="list-style-type: none"> <li>✓ Python Django</li> <li>✓ Web Development: HTML5, CSS3, JavaScript, jQuery, Bootstrap</li> <li>✓ Web Services: REST, SOAP</li> <li>✓ Database: PostgreSQL, MySQL, MongoDB, Maria DB.</li> <li>✓ Application Design: Model-View-Controller (MVC/MVC2), Object Oriented Programming.</li> <li>✓ Experience working with agile methodologies Responsibilities</li> </ul>
<b>Nature of Job</b>	<ul style="list-style-type: none"> <li>✓ Manage Naan Mudhalvan platform for use of school and college students</li> <li>✓ Integrating the NM platform / TNSDC platform with other database to create unified skill registry</li> <li>✓ Dynamically manage addition / deletion of job roles, free and paid digital education content on the portal</li> <li>✓ Manage registration of candidates, digital content delivery, assessment and certification online</li> <li>✓ Manage cloud server, storage space and requirements for the smooth functioning of the system</li> <li>✓ Identify problematic areas and implement strategic solutions in time</li> <li>✓ Coordinate with different stakeholders to ensure smooth delivery of training</li> </ul>
<b>Place of work</b>	<b>Chennai</b>
<b>Professional Fee Range</b>	<b>Rs 50,000 to Rs 80,000 per month</b>

<b>Position Code</b>	<b>TNSDC-NM-SA03</b>
<b>Position Name</b>	<b>Senior Associate - HR</b>
<b>No of post</b>	<b>1</b>
<b>Vertical</b>	Naan Mudhalvan
<b>Mode of Selection</b>	Contractual Basis
<b>Qualification</b>	MBA (HR) (Full time) from a reputed University or related field with First Class
<b>Required Experience</b>	<p>The candidate must have <b>3+ years of hands-on experience</b> as an HR Executive or equivalent role in a reputed organization, preferably in a corporate, multinational (MNC), or large-scale institutional setting. The experience should demonstrate both operational HR capabilities and exposure to strategic HR processes.</p> <ul style="list-style-type: none"> <li>• Experience in handling HR processes such as onboarding, employee records management, attendance &amp; leave tracking, and HR documentation.</li> <li>• Familiarity with maintaining HRMIS systems or HR software (e.g., SAP SuccessFactors, Zoho People, Oracle HCM, etc.).</li> <li>• Exposure to statutory compliance, employee benefits administration, and HR policy implementation.</li> </ul> <p><b>Preferred Experience:</b></p> <ul style="list-style-type: none"> <li>• Exposure to fast-paced, structured HR environments in reputed private firms, MNCs, consulting firms, or large-scale development sector organizations.</li> <li>• Strong understanding of HR best practices, confidentiality, and compliance.</li> <li>• Demonstrated ability to coordinate across teams and communicate effectively at all levels.</li> </ul>
<b>Nature of Job</b>	<ul style="list-style-type: none"> <li>✓ Responsible for coordinating all administrative activities related to personnel</li> <li>✓ Develop recruitment strategies for onboarding new employees</li> <li>✓ Plan and Implement systems for managing staff benefits, payroll</li> <li>✓ Oversee and manage a performance appraisal system that drives high performance</li> <li>✓ Assess training needs of employees and arrange for capacity building</li> <li>✓ Facilitation of tours and visits</li> </ul>
<b>Place of work</b>	Chennai
<b>Professional Fee Range</b>	<b>Rs 50,000 to Rs 80,000 per month</b>

<b>Position Code</b>	<b>TNSDC-NM-SA04</b>
<b>Position Name</b>	<b>Senior Associate - Media</b>
<b>No of Posts</b>	<b>2</b>
<b>Vertical</b>	Naan Mudhalvan
<b>Mode of Selection</b>	Contractual Basis
<b>Qualification</b>	Bachelor's or postgraduate degree in Visual Communication / Journalism / Media / Marketing or relevant field
<b>Required Experience</b>	The candidate must have <b>more than 3+ years of professional experience</b> in a reputable digital marketing agency, multinational corporation (MNC), or established corporate house, with a proven track record of planning, executing, and managing digital media campaigns

	<p>across multiple channels.</p> <p>This role demands a strong understanding of digital communication strategies, analytical thinking, and hands-on execution of performance-driven media campaigns.</p> <p>Preferred Experience:</p> <ul style="list-style-type: none"> <li>• Working on digital campaigns for public sector initiatives, developmental projects, or large-scale public engagement programs.</li> <li>• Experience in performance marketing, influencer engagement, or integrated campaigns involving both online and offline media.</li> </ul>
<b>Nature of Job</b>	<ul style="list-style-type: none"> <li>✓ Support the planning and execution of digital marketing initiatives including SEO/SEM, email marketing, social media campaigns, and digital advertising.</li> <li>✓ Assist in organizing and managing large-scale events and public outreach activities.</li> <li>✓ Manage and maintain the organization's social media handles across platforms, ensuring regular updates, audience engagement, and brand consistency.</li> <li>✓ Contribute to the development and implementation of public relations strategies to strengthen the organization's public image.</li> <li>✓ Coordinate the execution of media strategies and campaigns to promote various schemes and programs of the organization.</li> <li>✓ Document success stories of beneficiaries and assist in developing content that highlights program impact.</li> <li>✓ Collaborate with internal departments and external partners to ensure cohesive and timely communication across all media and outreach efforts.</li> <li>✓ Track and analyse campaign performance, preparing regular reports and insights to inform strategy and improve effectiveness.</li> <li>✓ Ensure all media outputs adhere to brand guidelines, communication standards, and compliance requirements.</li> <li>✓ Provide support to senior team members in supervising vendors, media partners, and content creators involved in campaign development.</li> </ul>
<b>Place of work</b>	Chennai
<b>Professional Fee Range</b>	<b>Rs 50,000 to Rs 80,000 per month</b>

<b>Position Code</b>	<b>TNSDC-NM-SA05</b>
<b>Position Name</b>	<b>Senior Associate - Services</b>
<b>No of Post</b>	<b>1</b>
<b>Vertical</b>	Naan Mudhalvan
<b>Mode of Selection</b>	Contractual Basis
<b>Qualification</b>	B.E / B. Tech or any Postgraduate (Full-time) with First class
<b>Required Experience</b>	The candidate must have a minimum of <b>3+ years of relevant professional experience</b> in one or more of the key service sectors, including Information Technology (IT), Information Technology Enabled Services (ITeS), Banking/Financial Services/Insurance (BFSI), Education or Hospitality & Tourism. The experience should reflect a strong understanding of service delivery, stakeholder coordination, and operations in a fast-paced, customer-centric environment.
<b>Nature of Job</b>	<ul style="list-style-type: none"> <li>✓ Facilitate onboarding industries in the service sector as skilling partners</li> <li>✓ Facilitate in identifying areas of collaboration with industry</li> </ul>



	<ul style="list-style-type: none"> <li>✓ Facilitate aggregation of human resource demand of industries sector-wise</li> <li>✓ Engage with educational institutions to onboard them</li> <li>✓ Manage delivery of add-on courses in colleges/schools to skill to demand</li> <li>✓ Coordinate educational institutions to partner with the technical partners to offer the skill sets identified to students</li> <li>✓ Arrange for placement tie-ups with industries</li> <li>✓ Scheduling the timetable for colleges with industry mentors</li> <li>✓ Develop continuous engagement of industry with colleges</li> <li>✓ Coordinate conduct of add-on courses for students</li> <li>✓ Registration, selection, assessment and certification of students</li> <li>✓ Work closely with the training partner and college to ensure that training is provided seamlessly</li> </ul>
<b>Place of work</b>	Chennai
<b>Professional Fee Range</b>	<b>Rs 50,000 to Rs 80,000 per month</b>

<b>Position Code</b>	<b>TNSDC-VN-ZAM01</b>
<b>Position Name</b>	<b>Zonal Account Manager (<i>TNSkill Vetri Nichayam</i>)</b>
<b>No of Posts</b>	<b>5</b>
<b>Vertical</b>	TNSkill Vetri Nichayam
<b>Mode of Selection</b>	Contractual Basis
<b>Qualification</b>	B.E / B. Tech or any Postgraduate (Full-time) with First class
<b>Experience</b>	<p><b>Minimum 3+ years of experience in industry-facing roles, corporate relations, placement coordination, or HR functions in academic institutions, government programs, or NGOs, including at least 2 years</b> at a regional or multi-district level, preferably in coordination or leadership capacity.</p> <ul style="list-style-type: none"> <li>- Demonstrated expertise in building partnerships with industries, onboarding corporate partners, or managing employer networks for placements or skilling initiatives.</li> <li>- Strong background in stakeholder management, especially with HR managers, recruiters, and training providers.</li> <li>- Experience in handling industry tie-ups, MoUs, placement drives, and collaboration for student upskilling or employment.</li> <li>- Prior experience working with colleges, universities, Sector Skill Councils (SSCs), or government skilling schemes will be an added advantage.</li> </ul>
<b>Nature of Job</b>	<ul style="list-style-type: none"> <li>✓ Lead and oversee implementation of skilling programs across multiple districts within the region.</li> <li>✓ Serve as the primary interface between industry partners and the organization across multiple districts.</li> <li>✓ Identify, onboard, and nurture partnerships with industries, corporates, and sector-specific employers for placements and training in collaboration.</li> <li>✓ Coordinate with college placement cells, training partners, and institutional heads to align skilling programs with industry needs.</li> <li>✓ Facilitate employer engagement, industry visits, job fairs, campus recruitment, and experiential learning opportunities for students.</li> <li>✓ Track hiring trends, skill gaps, and placement performance to ensure continuous improvement of programs.</li> <li>✓ Represent the organization in industry forums, job fairs, placement</li> </ul>

	<p>conferences, and regional partner meetings.</p> <ul style="list-style-type: none"> <li>✓ Ensure timely data reporting, documentation, and feedback collection from industries and institutions for evaluation.</li> <li>✓ Collaborate with the internal team to align program goals with placement outcomes and industry expectations.</li> <li>✓ Travel extensively across zones to ensure ground-level implementation, partner satisfaction, and local-level coordination.</li> </ul>
<b>Place of work</b>	Chennai / districts across TN
<b>Professional Fee Range</b>	<b>Rs 50,000 to Rs 80,000 per month</b>

<b>Position Code</b>	<b>TNSDC-A-PA01</b>
<b>Position Name</b>	<b>Project Associate (Assessment)</b>
<b>No of Posts</b>	<b>2</b>
<b>Vertical</b>	Assessment Cell
<b>Mode of Selection</b>	Contractual Basis
<b>Qualification</b>	B.E / B. Tech or MBA (Full-time) or any Postgraduate (Full-time) with First class
<b>Required Experience</b>	<p>Minimum <b>4+ years of experience</b> in</p> <ul style="list-style-type: none"> <li>• Hands-on experience in managing day-to-day administrative tasks, maintaining records, preparing reports, and handling official correspondence.</li> <li>• Familiarity with documentation related to assessment logistics, data entry, invoice tracking, or vendor coordination.</li> <li>• Proficiency in using MS Office tools (Word, Excel, PowerPoint), Google Workspace, or similar tools for operational efficiency.</li> </ul> <p><b>Preferred Experience:</b></p> <ul style="list-style-type: none"> <li>• Prior experience supporting assessment-related functions in the education, skilling, or examination sectors.</li> <li>• Familiarity with working under government-funded or large-scale development programs is an added advantage.</li> <li>• Ability to work with tight deadlines, multitask, and manage coordination across multiple districts or zones.</li> </ul>
<b>Nature of Job</b>	<ul style="list-style-type: none"> <li>✓ Provide critical administrative and logistical support for the smooth conduct of assessments across training centers. This includes coordination with assessors, handling documentation, and supporting reporting activities. The role requires a detail-oriented professional capable of handling field coordination and office-based responsibilities.</li> <li>✓ Assist in preparation of assessor schedules and communication with AAs.</li> <li>✓ Ensure timely dispatch and collection of assessment documentation.</li> <li>✓ Follow up with training centers for logistical readiness and compliance.</li> <li>✓ Maintain and update the digital and physical repository of assessment-related records.</li> <li>✓ Assist in compiling reports, status updates, and maintaining call logs.</li> <li>✓ Coordinate with certification and MIS teams for results and documentation.</li> <li>✓ Good written and oral communication in English and Tamil.</li> <li>✓ Ability to work under pressure and multi-task effectively.</li> </ul>
<b>Place of work</b>	<b>Chennai</b>

<b>Professional Fee Range</b>	<b>Rs 60,000 to Rs 80,000 per month</b>
<b>Position Code</b>	<b>TNSDC-NM-PA01</b>
<b>Position Name</b>	<b>Project Associate (Naan Mudhalvan)</b>
<b>No of Posts</b>	<b>31</b>
<b>Vertical</b>	Naan Mudhalvan
<b>Mode of Selection</b>	Contractual Basis
<b>Qualification</b>	B.E / B. Tech or MBA (Full-time) or any Postgraduate (Full-time) with First class
<b>Experience</b>	More than <b>4+ years of experience</b> in Education industry or relevant experience
<b>Experience</b>	<ul style="list-style-type: none"> <li>Hands-on experience in managing day-to-day administrative tasks, maintaining records, preparing reports, and handling official correspondence.</li> <li>Proficiency in using MS Office tools (Word, Excel, PowerPoint), Google Workspace, or similar tools for operational efficiency.</li> <li>Experience coordinating with district-level officials, training partners, institutions, or vendors for field-level activities such as assessments or mobilization.</li> <li>Ability to track schedules, manage timelines, and follow up with stakeholders to ensure adherence to planned milestones.</li> <li>Exposure to field data collection, travel coordination, and logistical support for assessment or examination-related events is desirable.</li> </ul> <p><b>Preferred Experience:</b></p> <ul style="list-style-type: none"> <li>Prior experience supporting skilling related functions in the education, skilling, or examination sectors.</li> <li>Familiarity with working under government-funded or large-scale development programs is an added advantage.</li> <li>Ability to work with tight deadlines, multitask, and manage coordination across multiple districts or zones.</li> </ul>
<b>Nature of Job</b>	<ul style="list-style-type: none"> <li>✓ Assess training needs of the district.</li> <li>✓ Assist in preparation of district skill plan.</li> <li>✓ Analyze skill gaps and identify industry partners for skilling.</li> <li>✓ Liaise with industries to aggregate skill need and demand.</li> <li>✓ Special project preparation &amp; execution for dying arts &amp; traditional craft.</li> <li>✓ Facilitate demand driven, industry led, placement linked skilling programs</li> </ul>
<b>Place of work</b>	Chennai / districts across TN
<b>Professional Fee Range</b>	<b>Rs 60,000 to Rs 80,000 per month</b>

<b>Position Code</b>	<b>TNSDC-C-PA01</b>
<b>Position Name</b>	<b>Project Associate (Curriculum Development)</b>
<b>No of Post</b>	<b>1</b>
<b>Vertical</b>	Curriculum Development Cell
<b>Mode of Selection</b>	Contractual Basis
<b>Qualification</b>	B.E / B. Tech or MBA (Full-time) or any Postgraduate (Full-time) with First class
<b>Experience</b>	Minimum <b>4+ years of experience</b> in an administrative, data entry, or

	support role, preferably in an educational or certification environment.
	<ul style="list-style-type: none"> <li>Hands-on experience in managing day-to-day administrative tasks, maintaining records, preparing reports, and handling official correspondence.</li> <li>Proficiency in using MS Office tools (Word, Excel, PowerPoint), Google Workspace, or similar tools for operational efficiency.</li> </ul> <p><b>Preferred Experience:</b></p> <ul style="list-style-type: none"> <li>Prior experience supporting assessment-related functions in the education, skilling, or examination sectors.</li> <li>Familiarity with working under government-funded or large-scale development programs is an added advantage.</li> <li>Ability to work with tight deadlines, multitask and manage coordination across multiple districts or zones.</li> </ul>
<b>Nature of Job</b>	<ul style="list-style-type: none"> <li>✓ Assist in the preparation and submission of documents for NCVET approval.</li> <li>✓ Maintain and update certification records and databases.</li> <li>✓ Process certification applications and queries, ensuring accuracy and adherence to guidelines.</li> <li>✓ Coordinate with training centers and learners regarding certification requirements and status.</li> <li>✓ Generate reports on certification data as required.</li> <li>✓ Support the organization of assessment-related activities.</li> <li>✓ Assist in ensuring compliance with NCVET and TNSDC's internal certification policies.</li> <li>✓ Perform general administrative tasks to support the certification team.</li> <li>✓ Proficiency in data management and office software (e.g., MS Excel, Word).</li> <li>✓ Strong organizational skills and attention to detail.</li> <li>✓ Good written and verbal communication skills.</li> <li>✓ Ability to handle multiple tasks and work effectively under supervision.</li> </ul>
<b>Place of work</b>	Chennai
<b>Professional Fee Range</b>	<b>Rs 60,000 to Rs 80,000 per month</b>

<b>Position Code</b>	<b>TNSDC-VN-JA01</b>
<b>Position Name</b>	<b>Junior Associate (<i>TNSkill Vetri Nichayam</i>)</b>
<b>No of Post</b>	<b>1</b>
<b>Vertical</b>	TNSkill Vetri Nichayam
<b>Mode of Selection</b>	Contractual Basis
<b>Qualification</b>	B.E / B. Tech / or pass in any graduation from a recognized university
<b>Experience</b>	<p><b>Minimum 2+ years of experience</b> in</p> <ul style="list-style-type: none"> <li>Hands-on involvement in the execution of educational or vocational training programs at the institutional, district, or state level.</li> <li>Student engagement, career guidance, placement support, or coordination with training partners or academic institutions.</li> <li>Experience working with educational NGOs, government missions, or private skilling providers will be considered relevant.</li> </ul> <p><b>Preferred Competencies:</b></p> <ul style="list-style-type: none"> <li>Strong communication and interpersonal skills for field coordination.</li> </ul>

	<ul style="list-style-type: none"> <li>• Working knowledge of MS Excel/Google Sheets, report preparation and basic data analysis.</li> <li>• Ability to support project documentation, compliance tracking, and stakeholder follow-ups.</li> <li>• Excellent proficiency in office productivity tools related to office software and covering the entire gamut of office activities with certification in programs like MS-Office, MS Office 365 or any other such allied courses.</li> </ul>
<b>Nature of Job</b>	<ul style="list-style-type: none"> <li>✓ Develop effective strategic relationships with Industries and Sector Skill Councils in aligned areas.</li> <li>✓ Coordination with MSDE &amp; SSC officials along with concerned Central and State Govt department.</li> <li>✓ Maintain a database of all Regulatory bodies, Industry bodies, Sector Skill Councils and Training Provider dealing with skill development.</li> <li>✓ Facilitate MoU signing with Industries for Training and Placements.</li> <li>✓ Enable continuous engagement with industry, undertaking periodic industry surveys, focus group discussions to understand industry needs and feedback on course curriculum</li> <li>✓ Facilitate with both field visits and back-office coordination</li> </ul>
<b>Place of work</b>	Chennai
<b>Professional Fee Range</b>	<b>Rs 40,000 to Rs 60,000 per month</b>

<b>Position Code</b>	<b>TNSDC-NM-YP01</b>
<b>Position Name</b>	<b>Young Professional (Naan Mudhalvan)</b>
<b>No of Posts</b>	<b>13</b>
<b>Vertical</b>	Naan Mudhalvan
<b>Mode of Selection</b>	Contractual Basis
<b>Qualification</b>	B.E / B. Tech / B. Sc (Computer Science / IT) or any other UG degree with diploma / post-graduate diploma in Computer Application
<b>Relevant Experience</b>	<b>1+ year of experience</b> in data collation / data maintenance / data management/ MS Excel or other similar data management or data analytics tools
<b>Nature of Job</b>	<ul style="list-style-type: none"> <li>✓ Creating and maintaining district level MIS with reference to enrolment, center capacity, assessment pendency, placement, finances, feedback details in the defined regions/districts</li> <li>✓ Assisting district level operations</li> <li>✓ Undertaking data collation and updating district level data for maintenance of state and district level MIS systems on district level demand supply trends, enrolments, training, placements, employment statistics, etc</li> <li>✓ Undertaking periodic (monthly, quarterly, half-yearly and annual) data collation from training partners and training centers at district level for collation at headquarters</li> <li>✓ Development and implementation of frameworks for quality assurance for various schemes.</li> <li>✓ Manage district level project data.</li> <li>✓ Prepare a central database of project details under various schemes</li> </ul>
<b>Place of work</b>	Chennai / districts across TN
<b>Professional Fee Range</b>	<b>Rs 20,000 to Rs 40,000 per month</b>

<b>Position Code</b>	<b>TNSDC-C-YP03</b>
<b>Position Name</b>	<b>Young Professional (Curriculum Development)</b>
<b>No of Posts</b>	<b>2</b>
<b>Vertical</b>	Curriculum Development Cell
<b>Mode of Selection</b>	Contractual Basis
<b>Qualification</b>	B.E / B. Tech / B. Sc (Computer Science / IT) or any other UG degree with diploma / post-graduate diploma in Computer Application
<b>Relevant Experience</b>	<p><b>1+ year of experience</b> in data collation / data maintenance / data management/ MS Excel or other similar data management or data analytics tools</p> <ul style="list-style-type: none"> <li>✓ Strong proficiency in MS Excel (including advanced functions), Word, and PowerPoint.</li> <li>✓ Experience with database management systems and data analysis tools is a plus.</li> <li>✓ Excellent attention to detail and accuracy.</li> <li>✓ Ability to work with large datasets and generate meaningful reports and good communication skills.</li> </ul>
<b>Nature of Job</b>	<ul style="list-style-type: none"> <li>✓ Collect, input, and manage data related to curriculum development, NCVET approvals, training programs, and certification processes.</li> <li>✓ Ensure the accuracy, completeness, and integrity of data in the MIS.</li> <li>✓ Generate regular and ad-hoc reports for the CDC leadership and other stakeholders.</li> <li>✓ Assist in the analysis of data to identify trends, progress, and areas for improvement.</li> <li>✓ Assist in presenting data in a clear and understandable format (e.g., charts, graphs).</li> </ul>
<b>Place of work</b>	Chennai
<b>Professional Fee Range</b>	<b>Rs 20,000 to Rs 30,000 per month</b>

<b>Position Code</b>	<b>TNSDC-A-YP03</b>
<b>Position Name</b>	<b>Young Professional (Assessment)</b>
<b>No of Posts</b>	<b>1</b>
<b>Vertical</b>	Assessment Wing
<b>Mode of Selection</b>	Contractual Basis
<b>Qualification</b>	B.E / B. Tech / B. Sc (Computer Science / IT) or any other UG degree with diploma / post-graduate diploma in Computer Application
<b>Relevant Experience</b>	<p><b>1+ year of experience</b> in data collation / data maintenance / data management/ MS Excel or other similar data management or data analytics tools</p>
<b>Nature of Job</b>	<ul style="list-style-type: none"> <li>✓ The Young Professional (MIS Assistant) will support data collection, analysis, and reporting processes for the Assessment Wing. This includes maintaining accurate records of assessments conducted, assessor performance, and certification outputs. The role involves extensive use of spreadsheets and MIS tools to generate performance dashboards and compliance reports.</li> <li>✓ Regularly update the database of assessments, assessors, results, and training centres.</li> <li>✓ Ensure data accuracy and consistency across platforms.</li> <li>✓ Support data analysis tasks to track assessment completion and result trends.</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Generate periodic and ad-hoc reports for internal and external stakeholders.</li> <li>✓ Assist in dashboard creation for senior management review.</li> <li>✓ Coordinate with IT support and other program staff to ensure MIS integration across functions.</li> </ul>
<b>Place of work</b>	Chennai
<b>Professional Fee Range</b>	<b>Rs 20,000 to Rs 30,000 per month</b>

<b>Position Code</b>	<b>TNSDC-VN-PE01</b>
<b>Position Name</b>	<b>Program Executive (<i>TNSkill Vetri Nichayam</i>)</b>
<b>No of Posts</b>	<b>38</b>
<b>Vertical</b>	TNSkill Vetri Nichayam
<b>Mode of Selection</b>	Contractual Basis
<b>Qualification</b>	MBA (Full time) from a recognized Business School / MSW / Post-Graduation in Development Studies or any other relevant Postgraduate qualification (Full-time) with first class
<b>Relevant Experience</b>	<p><b>3+ years of experience</b> in the skill development ecosystem, specializing in upskilling/reskilling programs. Skilled in engaging stakeholders, and collaborating with industry, academia, and government to deliver impactful skilling outcomes.</p> <p>Preferred background includes work with skilling agencies, NGOs, CSR, or consulting in the skilling space; familiarity with tech-enabled platforms, blended learning, and digital tools; and knowledge of labor market trends and sector-specific employability.</p>
<b>Nature of Job</b>	<ul style="list-style-type: none"> <li>✓ Assist the Program Manager and Senior Associate in end-to-end implementation of skill development initiatives under NM-FS at the district and institutional level</li> <li>✓ Coordinate with industry partners, Sector Skill Councils (SSCs), and Training Partners to schedule meetings, onboarding sessions, and curriculum alignment discussions</li> <li>✓ Support execution of MoU formalities with industry partners, ensuring timely documentation, filing, and follow-ups for signature and stamp</li> <li>✓ Maintain centralized trackers for regulatory bodies, training providers, and placement records across districts</li> <li>✓ Handle backend documentation of empanelment files, monitor placement reports, and update payment status in coordination with the finance team</li> <li>✓ Responsible for data consolidation, report generation (weekly/monthly/quarterly), and dashboards related to training and placements</li> <li>✓ Assist in planning and execution of state-level job fairs, workshops, conclaves, and seminars. This includes venue coordination, mobilization tracking, and post-event reporting</li> <li>✓ Proficient in advanced MS Excel functions (VLOOKUP, Pivot Tables, Filters), MS Word formatting, and PowerPoint presentation preparation</li> <li>✓ Expected to work closely with District Skill Committees and local institutions to create a sustainable industry connect model</li> </ul>
<b>Place of work</b>	Chennai / districts across TN
<b>Professional Fee Range</b>	<b>Rs 50,000 to Rs 60,000 per month</b>

## **LINKS TO APPLY / IMPORTANT DATES**

1. OFFICIAL WEBSITE

[www.naanmudhalvan.tn.gov.in](http://www.naanmudhalvan.tn.gov.in), [www.tnskill.tn.gov.in](http://www.tnskill.tn.gov.in)

2. DETAILED JOB NOTIFICATION

<https://portal.naanmudhalvan.tn.gov.in/pdfs/job-notification.pdf>

3. INSTRUCTIONS TO CANDIDATES

<https://portal.naanmudhalvan.tn.gov.in/pdfs/tnsdc-recruitment-instructions.pdf>

4. ONLINE APPLICATION FORM

<https://portal.naanmudhalvan.tn.gov.in/tnsdc-recruitment>

## **IMPORTANT DATES**

<b>Release of Notification in Newspaper / Official Website</b>	<b>02.08.2025</b>
<b>Start Date for Application</b>	<b>02.08.2025</b>
<b>End Date for Application</b>	<b>17.08.2025</b>



## **CONTACT US**

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 **Phone:** 044-2250 0107

**-Sd-**

**Managing Director**